

**LOUISIANA DEPARTMENT OF REVENUE
OFFICE OF CHARITABLE GAMING
1-800-562-9235 or 225-925-1835**

**Commercial Lessors Instruction Sheet
License Renewal 2004-2005**

Please read the following and review your application forms carefully before completing. All applications shall be submitted to the Office of Charitable Gaming no later than May 21, 2004. Failure to comply may result in the delay of the issuance of a license, **along with the issuance of organizations leasing space from your company.**

A license will not be issued until all required information has been provided to and approved by the Office. Your company **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after June 30, 2004 until your company has received a printed license for the 2004/2005 licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

An application will only be accepted if **all** the following conditions are met:

1. Correct fee of \$500 is submitted with the application. Check should be attached to the application and made out to the Office of Charitable Gaming;
2. **All** sections of the application are completed fully and legibly along with all requested data and attachments (Please utilize the enclosed checklist to assist you);
3. Application must be signed by the **President or head of the company and properly notarized** (Application must be signed and dated on the same date it is notarized in the presence of a notary);
4. A completed **personal history and financial statement** must be submitted to the Office on **all** Officers and Directors of your company. If a change in ownership structure occurs during this fiscal year which causes a new owner to become an owner of 5% or more, a completed **personal history and financial statement** must be submitted;
5. A completed list of **all** Louisiana Employees must be submitted to the Office. The Office can provide your company a list of all employees currently registered. This must be requested in writing. If your company has any changes in employees or hired any new employees, the Office must be notified within 10 days.
6. Lease agreement with organization shall include but not be limited to:
 1. Name of location;
 2. Address of location;
 3. Name of Organization;
 4. Amount of rent;
 5. Date of expiration;
 6. Provisions for cancellation of the lease with 30 days written notice by either party without cause;
 7. Signature of commercial lessor or his authorized agent;
 8. Signature of organization official; and
 9. **The dates and times during which the organization has agreed to conduct games of chance.**

It is recommended that lease agreements coincide with the license fiscal year.

*****IMPORTANT NOTICE*****

It shall be the responsibility of each commercial lessor to ascertain whether an organization has been approved by the Office to conduct charitable games of chance and has received its charitable gaming license on July 1, 2004, before leasing your hall to that organization. Therefore, commercial lessors shall require organizations to furnish a copy of their 2004/2005 license prior to conducting any sessions on July 1, 2004 or later.

The Office has to renew and approve the license for the commercial lessor prior to renewing and approving the charitable organizations whom lease space from your company, to conduct games of chance for charitable purposes; therefore, timeliness is of the essence.